



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
REGULAR MEETING MINUTES**

Muskegon City Hall, Conference Room 203
Tuesday, February 25, 2003
4:00 P.M.

I. CALL TO ORDER

The meeting was called to order by Vice President Murdaugh at 4:12 p.m.

In attendance: Commissioners DeForest, Murdaugh, and Smith; Civil Service Personnel Director Karen Scholle; Personnel Analyst Sue Sutherland; Assistant City Manager Lee Slaughter; Leisure Services Director Ric Scott; Leisure Service Youth Recreation Coordinator Lowell Kirksey; Equipment Supervisor Brett Krale; Police Chief Kleibecker.

II. MINUTES

Motion by DeForest, support by Murdaugh, to accept the minutes as from the November 26, 2002 regular Civil Service Commission meeting.

VOTE: Two yeas, zero nays. Motion carries.

(A short break was taken during which Commissioner Deborah Smith was sworn in.)

III. ACTION AGENDA

A. Send-off for Commissioner Aslakson

Best wishes were extended to Marcia Aslakson in pursuing and meeting her personal and professional goals.

B. Introduction of new commissioner and election of officers

Deborah Smith was introduced as the new Civil Service Commissioner appointed to replace Marcia Aslakson.

After some discussion, Floyd DeForest agreed to accept the office of President for a period not to exceed six months, with Commissioner Smith to assume the chair thereafter.

Motion by DeForest, support by Murdaugh, that Floyd DeForest take over the office of President of the Civil Service Commission for a period not to exceed six months, with Commissioner Smith to assume the Presidency thereafter.

VOTE: Three yeas, zero nays. Motion carries.

At this point Commissioner Murdaugh turned the chair of the meeting over to newly appointed President DeForest.

C. Consideration of Lowell Kirksey Request for Hearing

After hearing from Lowell Kirksey regarding his request for a hearing regarding discipline issued to him, the following action was taken.

Motion by Murdaugh, support by Smith, to honor Lowell Kirksey's request for a hearing to be held with the March 25, 2003 regular Commission meeting

regarding disciplinary action issued to him, with staff to make the necessary scheduling arrangements.

VOTE: Three yeas, zero nays. Motion carries.

D. Removal of Candidates from Eligibility List

Motion by Murdaugh, support by DeForest, to remove Rory Allen and Christopher Hawley from the Police Officer eligibility list per their requests.

VOTE: Three yeas, zero nays. Motion carries.

E. Request for Medical Leave of Absence

Motion by Murdaugh, support by , to approve the medical leave of absence request for Maria Deephouse and the personal leave of absence request for Benjerman Gibbs.

VOTE: Three yeas, zero nays. Motion carries.

F. Military Leave of Absence Policy

After some discussion, the Commission took action to formally adopt the City's Military Leave Policy. The Commission decided not to act at this time on the November 23, 1999, decision recommending awarding veterans' preference points.

Motion by Murdaugh, support by Smith, to adopt the City's July 29, 1999 Military Leave Policy.

The Commissioners agreed to amend the motion by adding that the adding of veterans' preference points be deferred to the Civil Service Director for further research and report back to the Commission.

VOTE ON THE ORIGINAL MOTION AND AMENDMENT: Three yeas, zero nays. Motion carries.

G. Extension of Probationary Period

After some discussion regarding the job requirements for the position of Mechanic in the Equipment Department, the Commission took the following action.

Motion by Smith, support by Murdaugh, to grant a 30-day extension of the probationary period for Matt Gillette to allow for receipt of his mechanic's license.

VOTE: Three yeas, zero nays. Motion carries.

H. Commission Meeting Date

After thorough discussion of an acceptable meeting date and time, the Commission took the following action.

Motion by Smith, support by Murdaugh, to change the regular monthly Civil Service Commission meeting to Room 107 on the first Wednesday of a month beginning the with April 2, 2003 meeting.

VOTE: Three yeas, zero nays. Motion carries.

IV. CIVIL SERVICE PERSONNEL DIRECTOR' S REPORT

A. 2002 Wrap-up

Accomplishments for the year 2002, such as the Civil Service Job Line, streamlining of office procedures, etc., were discussed with the Commission.

B. 2003 Goals

Focus during 2003 will be on updating of the Civil Service rules and regulations, orientation and handbook revisions, personnel file revamping, utilization of the OPAC testing system, revision of the change of status form, CDL and FMLA policies and procedures, as well as the performance appraisal system.

C. Harassment/Sexual Harassment Training

The focus of the Commission's April 2, 2003 meeting will be harassment/sexual harassment training conducted as a regular open meeting.

D. Employee letter of complaint

The complaint was investigated by the Police Department and settled in conjunction with the Civil Service Office, Affirmative Action, and the Manager's office.

V. STATUS OF RECRUITMENTS

- A. Clerical Assistant/Clerk's Office: Raylene Whitlow transferred from the Leisure Services Department to the Clerk's Office effective 1/6/2003.
- B. Account Clerk I/Leisure Services Office: New hire Daon Mitchell started in this position on February 3, 2003.
- C. Account Clerk Recruitment 2003: Twenty-eight applications on file.
- D. Assistant City Engineer: Position on hold per City Engineer's request.
- E. City Seasonals 2002: The year ended with having served 320 seasonal applicants.
- F. City Seasonals 2003: Thirty-five applications on file.
- G. Firefighter 2003: Seventy-four applications on file.
- H. Inventory/Stock Clerk: Andy Twork, mechanic, was awarded this position effective February 17, 2003.
- I. Police Clerk 2002: Heather Gunia began work on February 3, 2003. One contingent offer made. Additional interviews are being held to select a candidate for the third position available.
- J. Police Clerk 2003: Thirty-six applications on file.
- K. Police Officer 2002: Candidates certified to the Police Department.
- L. Police Officer 2003: There are 161 applications on file with a February 28 application deadline.
- M. Water Plant Operator: Waiting on Water Treatment Plant Supervisor's information and decision for next step.

VI. APPOINTMENTS

A. New Appointments

Permanent

Heather Gunia, Police Clerk, 2/3/03.

Daon Mitchell, Clerk – Typist Part-Time, Leisure Services, 2/3/02.

Seasonal/Part Time

Tommie Elliott, Program Leader, 10/27/02.

Dana Judd, Program Leader, 11/9/02.

B. Promotions:

Permanent Employees

Kenneth Chudy, promoted from Fire Captain to Fire Battalion Chief, 12/8/02.

Carl Eigenauer, promoted from Assistant Fire Mechanic to Fire Captain, 12/8/02.

Joseph Hannon, promoted from Firefighter to Fire Lieutenant, 12/8/02.

Mark Johnson, promoted from Fire Lieutenant to Fire Captain, 12/8/02.

Roland Linstrom, promoted from Fire Captain to Fire Battalion Chief, 12/8/02.

Seasonal/Part Time

C. Transfers

Permanent Employees

Raylene Whitlow, transferred from Clerk Typist – Part Time, Leisure Services, to Clerical Assistant – Part Time, Clerk's Office, 1/6/03.

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Timothy Rosema, returned to Fire Captain from Acting Battalion Chief,
12/8/02.
Barry Searles, returned to Firefighter from Acting Fire Lieutenant, 12/8/02.
Ruthanne Simila, returned to Firefighter from Acting Fire Lieutenant,
12/8/02.
Bradley VanderBerg, returned to Fire Lieutenant from Acting Fire Captain,
12/8/02.

Seasonal Employees

E. Temporary Assignments

Permanent Employees

Seasonal/Part Time

F. New Class

Permanent Employees

Robert Grabinski, appointed to Director of Inspections, 2/17/03.

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Jeffrey Brown, Equipment Operator, Group 1 offense, first offense, 1/20/03.
Dan Carlson, Housing Inspector, Group 2 offense, third violation, 1/30/03.
David Ocharzak, Police Officer, for Group 3 offense, first violation,
11/24/02.
David Semelbauer, Equipment Operator, Group 1 offense, first violation,
2/11/03.
James Snead, Electrical Technician, for Group 1 offense, first violation,
11/4/02.
Richard Wildfong, Equipment Operator, for Group 1, first violation,
12/18/02.

Seasonal/Part Time

B. Suspensions

Permanent Employees

Benjerman Gibbs, Mechanic, 3-day suspension for Group 1 offense, third
violation, 11/8/02.
Joseph Bishop, Equipment Operator, 1-day suspension, not served, for
Group 1 offense, second violation, 12/16/02.
Alec Buckley, Water/Sewer Maintenance Worker, 3-days suspension, not
served, for Group 1 offense, third violation, 12/17/02.
Roger Kitchen, Police Officer, 5-days suspension for Group 3 offense, first
violation, and Group 2 offense, first violation, 12/4/02.
Roger Kitchen, Police Officer, suspension, 2/9/03.
Robert Lukos, Leisure Services Maintenance Worker III, 1-day suspension
not served, for Group 1 offense, second violation, 11/20/02.
Lowell Kirksey, Youth Recreation Coordinator, Group 2, 2nd offense, 7-day
suspension, unserved, 1/14/03.

Seasonal/Part Time

C. Terminations

Permanent Employees

Michael Abraham, Police Officer, 11/26/02.

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Seasonal/Part Time

James Berkel, Facility Supervisor II, 10/29/02.

Cheri Burdick-Street, Farmers Market Master, 12/27/02.

David Wikman, Harbor Master, 10/28/02.

B. Job Terminations

Permanent Employees

Seasonal/Part Time

David Wikman, Harbor Master, 10/28/02.

C. Other

Retirements

Permanent Employees

Dan Carlson, Housing Inspector, 2/14/03.

Seasonal/Part Time

Ella Knoll, Senior Transit Driver, 2/7/03.

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

Certified Property Maintenance & Housing Inspector

Paul Charvat, Environmental Inspector, 11/25/02.

Institute for Healing Racism

Oneata Bailey, Rehabilitation Loan Specialist, 12/10/02.

Robert Grabinski, Acting Director of Inspections, 12/17/02.

Ardyce Haken, Housing Rehab Counselor, 12/10/02.

Managing Co. Tactical Operations – Tactics

Ollie Sandifer, Firefighter, 2/12/02

Creating the Future Downtown

Bryon Mazade, City Manager, 11/21/02.

Fire Fighter Safety & Survival

Brian Marek, Firefighter, 11/23/02.

Hazmat First Responder – Awareness

Scott Campau, Firefighter, 1/9/03.

Brian Lenoir, Firefighter, 1/9/03.

Training Program Management

Kenneth Chudy, Fire Battalion Chief, 12/13/02.

Adult CPR

Eric Buckley, Leisure Services Maintenance Worker III, 1/8/03.

First Aid

Eric Buckley, Leisure Services Maintenance Worker III, 1/8/03.

The Bullet Proof Mind

Scott Dykman, Police Officer, 10/23/02.

Jeff Geiger, Police Officer, 10/23/02.

Matt Kolkema, Police Officer, 10/23/02.

Michael Lamsma, Police Officer, 10/23/02.

Dennis Lord, Police Lieutenant, 10/23/02.

Chad Nader, Police Officer, 10/23/02.

Andrew Olson, Police Lieutenant, 10/23/02.

Dean Roesler, Police Lieutenant, 10/23/02.

David Stafford, Police Officer, 10/23/02.

William Wiebenga, Police Captain, 10/23/02.

Gerald Ziegler, Police Officer, 10/23/02.

Institute for Healing Racism

Pat Bice, Administrative Services Supervisor, 12/10/02.

Major Metcalf, Fire Marshall, 12/17/02

Sexual & Racial Diversity / Respecting Others

Peter Boterenbrood, Police Officer, 11/7/02.

Michael Haug, Police Officer, 11/7/02.

Scott Hepworth, Police Officer, 11/7/02.

Mark Klingel, Police Officer, 11/7/02.

Terry Nash, Police Officer, 11/7/02.

Michigan Juvenile Arson School

Curtis Adams, Firefighter, 1/24/03

NFPA Fire Inspector Level I Training Course

Curtis Adams, Firefighter, 1/17/03.

Field Training Officer

Damion Cathey, Police Officer, 1/31/03.

Marlin Dunmire, Police Officer, 1/31/03.

Incident Safety Officer

Arthur Backstrom, Fire Lieutenant, 1/7/03.

Carl Eigenauer, Fire Captain, 1/7/03.

Robert Lynch, Firefighter, 1/7/03.

Ross Morningstar, Firefighter, 1/7/03.

Incident Command System

Arthur Backstrom, Fire Lieutenant, 1/13/03.

Carl Eigenauer, Fire Captain, 1/13/03.

Robert Lynch, Firefighter, 1/13/03.

Building Construction: Principles

Arthur Backstrom, Fire Lieutenant, 1/15/03.

Carl Eigenauer, Fire Captain, 1/15/03.

Robert Lynch, Firefighter, 1/15/03.

Ross Morningstar, Firefighter, 1/15/03.

Records & Reports

Arthur Backstrom, Fire Lieutenant, 1/17/03.

Carl Eigenauer, Fire Captain, 1/17/03.

Robert Lynch, Firefighter, 1/17/03.

Ross Morningstar, Firefighter, 1/17/03.

Educational Methodology

Carl Eigenauer, Fire Captain, 1/10/03.

Ross Morningstar, Firefighter, 1/10/03.

Robert Lynch, Firefighter, 1/10/03.

B. Letters of Commendation

Pat Bice, Administrative Services Supervisor, received a letter of appreciation from Bob Kuhn, Public Works Director, for her organization of a coat drive for the Muskegon Rescue Mission, 12/4/02.

Pat Bice, Administrative Services Supervisor, received notice of her designated charity, Seedlings Braille Books for Children, having won the drawing for the Kelly Services annual donation award, 1/2/03.
for the Muskegon Rescue Mission, 12/4/02.

Greg Bonebreak, Police Officer, received a letter of commendation from Chief Kleibecker for his quick actions and intervention in saving the life of A potential suicide victim, 12/23/02.

Paul Charvat, Environmental Inspector, received a letter of commendation from Brenda Moore, Deputy Director of Community & Economic Development, for his successful efforts in locating and prosecuting a perpetrator of illegal dumping in the City, 1/7/03.

Douglas Conrad, Police Officer, received a letter of recognition from Chief Kleibecker in response to correspondence from citizen Bradley Young, for Officer Conrad's professional demeanor and positive impact on the Young family in relation to an interaction with Mr. Young's son, 12/11/02.

Kurt Dykman, Police Officer, received a letter of commendation via Chief Kleibecker, Police Chief, from Willie T. Hulon, FBI Special Agent in Charge, for his assistance in locating and apprehending a serial bank robber from California in the Muskegon area, 12/20/02.

Scott Dykman, Police Officer, received a letter of appreciation, via Anthony Kleibecker, Police Chief, from Dan Bonner, Managing Attorney of Western Michigan Legal Services, for his professional and courteous service related to a traffic offense, 1/16/03.

Wil Griffin, Community Neighborhood Services Director, received a certificate from Louis M. Berra, Field Office Director – Grand Rapids Office of U.S. Dept. Of Housing & Urban Development, for outstanding commitment and dedication for the development of Operation Rejuve-Nation in Muskegon, 1/29/03.

Gail Kunder, City Clerk, received a letter of appreciation from Keith Riesberg and Timothy Michalski, 2002 Government Division Co-Chairs for United Way Campaign of Muskegon County, for her leadership and work on the 2002 United Way Campaign, 12/20/02.

Beth Lewis, Assistant Finance Director, received a letter of appreciation from Chris Pulsipher, Professional Division, United Way of Muskegon County and Ed Hunt, Interim President, United Way of Muskegon County, for her work and dedication to the 2002 United Way Campaign, 12/12/02.

Donna Mayol, Administrative Secretary, received a letter of appreciation from Nancy Peters and staff of CAST Fishes & Loaves Pantry, for the food and personal care items donated during the holidays, 1/8/03.

David Ocharzak, Police Officer, received a letter of commendation from Chief Kleibecker for his quick actions and intervention in saving the life of a potential suicide victim, 12/23/02.

Ed Peabody, Water Plant Operator, received a letter of commendation from Robert Veneklasen, Water Plant Supervisor, for his handling of operating the water plant during a winter storm and loss of electrical power, 2/12/03.

Ramiro Pena, Police Officer, received a letter of recognition from Chief Kleibecker in response to correspondence from citizen Bradley Young, for Officer Pena's professional demeanor and positive impact on the Young family in relation to an interaction with Mr. Young's son, 12/11/02.

Karen Scholle, Civil Service/Personnel Director, received a letter of thanks from Keith Riesberg and Timothy Michalski, 2002 Government Division Co-Chairs for United Way Campaign of Muskegon County, for her leadership and work on the 2002 United Way Campaign, 12/20/02.

Kevin Stier, Police Officer, received a letter of commendation from Chief Kleibecker for his work with the "Join Hands Day", on June 15, 2002, which resulted in the Police department receiving a Certificate of Distinction, 12/11/02.

Burton Straley, Water Plant Operator, received a letter of commendation from Robert Veneklasen, Water Plant Supervisor, for his handling of operating the water plant during a winter storm and loss of electrical power, 2/12/03.

Michael Tripp, Police Officer, received a letter of commendation from Chief Kleibecker for his quick actions and intervention in saving the life of a potential suicide victim, 12/23/02.

Chris Woodard, Police Officer, received a letter of commendation from Chief Kleibecker for his work with the "Join Hands Day", on June 15, 2002, which resulted in the Police department receiving a Certificate of Distinction, 12/11/02.

Letters of commendation from Chief Kleibecker were sent to the following Police staff for their outstanding efforts in clearing up a number of felony cases in Muskegon and other jurisdictions in the weeks prior to 12/23/02:

Michael Addicott, Police Officer

Mark Baker, Police Sergeant
Peter Boterenbrood, Police Officer
Shawn Bride, Police Sergeant
John Corrigan, Police Officer
Clay Orrison, Police Officer
James Plouhar, Police Officer
Andrew Rush, Police Officer
Ronald Smith, Police Officer
Kenneth Wansten, Police Officer
Joe Williams, Police Officer

C. Reassignment of Duties

X. OTHER BUSINESS

- A. Expenditure for Manpower Temporary Services temporary Clerical Services only, for
November 2002: \$2,915.61.
December 2002: \$2,311.96.
January 2003: \$1,218.85.
- B. Expenditure for Kelly Services temporary office help, Clerical Services only, for
November 2002: \$1,582.52.
December 2002: \$1,540.31.
January 2003: \$1,445.36.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 6:11 p.m.

Submitted by,

Karen A. Scholle
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(03 03 CSC Minutes)